

SILVER / PETRUCELLI + ASSOCIATES

Architects / Engineers / Interior Designers

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MEMORANDUM OF MEETING

PROJECT: Eckersley-Hall Senior Cntr, Middletown, CT

CLIENT: Town of Middletown

MEETING PLACE: Eckersley-Hall

DATE AND TIME: October 29, 2013

ATTENDEES:

Aresco Construction	Silver/Petrucelli Architects	Town of Middletown–Building Dept.
Site Contractor	HVAC Contractor	Asbestos Contractor

Purpose: Construction Progress Meeting #4

Stage of Construction: Demolition, Drilling, Abatement

Attendees for next meeting: Site, Mechanical, Electrical

TOPICS OF DISCUSSION;

1. Safety issues; Hardhats mandatory, no smoking within 20' of building (designated area will be provided, Bathroom access. (Item to be reviewed weekly). No issues from previous meeting.
2. On site environment issues; VOC's, Housekeeping, ventilation, clean areas, water, duct work. (Item to be reviewed weekly). No issues from previous meeting.
3. LEED Management; waste management (dumpster classifications), training, manufacture/warehouse distance to job site, recycling content. (Item to be reviewed weekly). No issues from previous meeting.
4. Submittals; labeling, timelines, in house/out house review personnel. 10/15 - Subcontractors were reminded to provide division numbers. (Item to be reviewed weekly).
5. Town inspections & permits; 10/8 - Who is pulling permits, lead time might take an extended amount of time. (Item to be reviewed weekly).
6. Geo thermal: contractor to start drilling on October 14th. Ongoing. 10/15 – Nine wells are drilled & half are filled with grout. Trenching has started. 10/29 – South end completed with grout. Waiting for test results. Drilling again on 11/6.
7. Trenching; October 28th is tentatively set up for trenching. 10/15 - Trenching has started ahead of schedule. 10/29 - South end trenching has been completed with backfill & compaction in progress.
8. Demolition ; 10/29 - 40% complete on upper level & 65% completed on lower level.
9. Attic area; Working up in the attic area. 10/29 – existing items are in process of being removed.
10. See attached contractor's update sheet.
11. All individuals were asked if any outstanding concerns were left on the table at the end of the meeting. All were in agreement that all concerns were addressed at this meeting.

Item/Issue	Completed by	Open or Closed
Room 28 chalkboard to be removed? Item is obstructing new construction. Chalkboard to remain with new trim work.	SPA	Closed
Pages for the Hot water heater submittals need to be stamped individually.	SPA	Open
Electrical contractor needs Data contractor.	SPA	Open
Who is to provide testing for concrete slabs & footings? Structure only? Owner or contractor. Town to solicit bidders (Donna Imme).	SPA	Closed
Is there a phone system being installed & where?	SPA	Open
Aresco needs the Kiln exhaust manufacturer & product data.	SPA	Open
Projection screen cut sheet.	SPA	Open

CLOSED TOPICS OF DISCUSSION FROM PREVIOUS MEETING:

1. Abatement – Air monitoring starting tomorrow (10/16). Abatement will be completed this week. Closed.
2. Attachments - 1. Aresco Project Update. 2. Aresco Window/screen preconstruction report. Closed.
3. Drilling is all this week and next. No problems so far. Repeat of line 7. Closed.
4. Existing portable structure is still in need of a home. 10/15 – Structure might have an interested party. 10/29 - Structure to be demo'd due to structural condition. Closed.
5. Abatement starting on October 11th. Ongoing. 10/15- Completed Upper Level & on going on Lower Level. Should be completed next week. 10/29 – Boiler & roof are left to be abated. To be scheduled at a later date. Closed until later date.

PHOTOS:



Any corrections, additions, or comments should be made to Silver / Petrucelli + Associates within 14 days of the date of the meeting.

Distribution: Distribution list, file

PROJECT UPDATE

Week Ending November 2

PROJECT: Middletown Senior/ Community Center
61 Durant Terrace
Middletown, CT

GENERAL CONTRACTOR: Aresco Construction Company

PROJECT STATUS:

Interior Demolition Ongoing basement 75% complete Upper 50% complete
Submittals / shop drawings on going
Abatement completed upper and lower levels
Geothermal well drilling 50% complete
Geothermal grouting completed for first 9 wells
Geothermal underground ongoing

SCHEDULE:

Continue interior demolition
Begin some LVL framing for attic openings
Continue geothermal underground piping
Begin attic demolition

COST ISSUES:

Oil Tank Removal

CRITICAL ISSUES

1. Oil tank removal approval
 - 2.
 3. Kiln exhaust information from owner
 4. Review owner's data vendor
 5. Projection screen cut sheet from owner
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